

Graduate Assistant (G.A.) Position – Academic Affairs
Fall 2025 and Spring 2026

Department: Academic Affairs

Supervisor: Lori O'Shea

Email: lori.oshea@regiscollege.edu

Location of Position: In-person

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

- Scan and organize electronic versions of articulation agreements and MOUs
- Request, collect and archive electronic versions of course syllabi from each department/program
- Assist with planning, organizing, and handling logistics for various Academic Affairs related events and programs such as workshops, special guest speakers, orientation programs, etc.
- Normal office environment; may spend extended periods at desk or scanner/copier

Specific Qualifications/Skills required for this position:

- Must be enrolled in a Graduate Program at Regis.

To Apply: Email Supervisor listed above with your Resume and Statement of Purpose.

**For each semester, Graduate Assistants will receive a tuition discount of up to \$2,500 or \$5,000, depending on whether the position is part-time or full-time. The tuition discount will not exceed the total amount of tuition charged. In general, Regis College may reduce the amount of any award, scholarship, tuition discount, or tuition benefit if the total amount exceeds the amount a student is charged in tuition. In other words, no student will receive a refund if their awards, scholarships, tuition discounts, or tuition benefits amount to more than the tuition charged. Students must be enrolled in a minimum of 6 credits each term to remain eligible for their G.A. position. For more information, visit the Graduate Assistant webpage.*